



219 North Main Street | Suite 402 | Barre, VT 05641  
(p) 802-479-1700 | [education.vermont.gov](http://education.vermont.gov)

## MEMORANDUM

TO: Superintendents  
FROM: Office of Educator Licensing  
SUBJECT: Viewing Educator Credentials  
DATE: 6/2/14

We are writing to inform Superintendents and other stakeholders that anyone can visit the *Vermont Online Licensing System for Educators* and check on an educator's current credentials by following this procedure:

1. Go to <https://alis.edlicensing.vermont.gov/login.aspx>
2. Click on 'To search for an educator'

3. Fill in the educator's name in required fields, and/or the type of license or endorsement you wish to view. Then click on the 'search' tab.





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4. You will be able to view the type of license an educator holds, the endorsement(s), any limitations or restrictions, and the date the license expired **for current endorsements ONLY.**

The screenshot displays the Vermont Agency of Education's Educator Search interface. At the top, the Vermont Agency of Education logo is visible. Below it, a green header bar contains the text "Educator Search". The main search area has a light blue background and includes fields for Last Name (Yesalon), First Name (Susan), Middle Name, License Type (Professional Educator License (L)), and Endorsement (All). Below these fields are buttons for "Reset", "Search", and "Return To Online Services". The "Search Results" section shows a table with two records for Susan A. Yesalon, both holding Professional Educator License (Level II) II. The first record has a Health Education endorsement, and the second has a Physical Education endorsement. Both licenses expire on 06/30/2020. At the bottom of the page, a footer indicates the system version and copyright information.

Educator Name	License Type	Subject Limit	Grade Limit	License Restriction	Endorsement	Expiration Date
YESALONIA, SUSAN A.	Professional Educator License (Level II) II	None	None	None	Health Education	06/30/2020
YESALONIA, SUSAN A.	Professional Educator License (Level II) II	None	None	None	Physical Education	06/30/2020

1-2 of 2 records

Althent Licensing System Version 1.3.89.01 Dated: May 05, 2014 | Copyright © 2014 [Althent Inc.](#)

5. This information is generated directly from the *Vermont Online Licensing System for Educators*, a secure portal, that is current in real time, *and which also serves as an appropriate means of ensuring whether an educator possesses a valid Vermont educator's license.* If you have any questions, please call the Licensing Office at (802) 479-1700.